

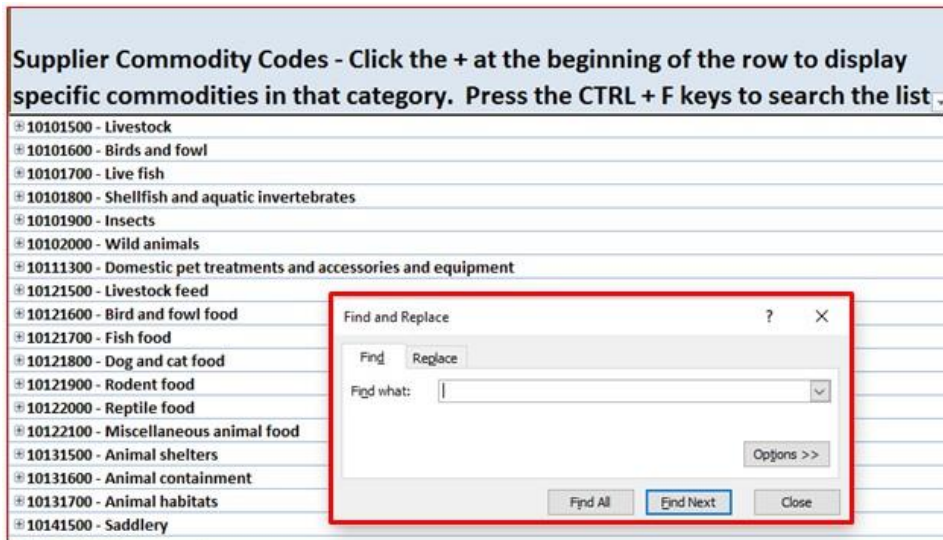
Job Aid: State of Tennessee Onboarding Guide Updating Commodity Codes

Purpose

The Purpose of this Job Aid is to provide step-by-step instructions for suppliers describing how to update Commodity codes on the Edison Supplier Portal.

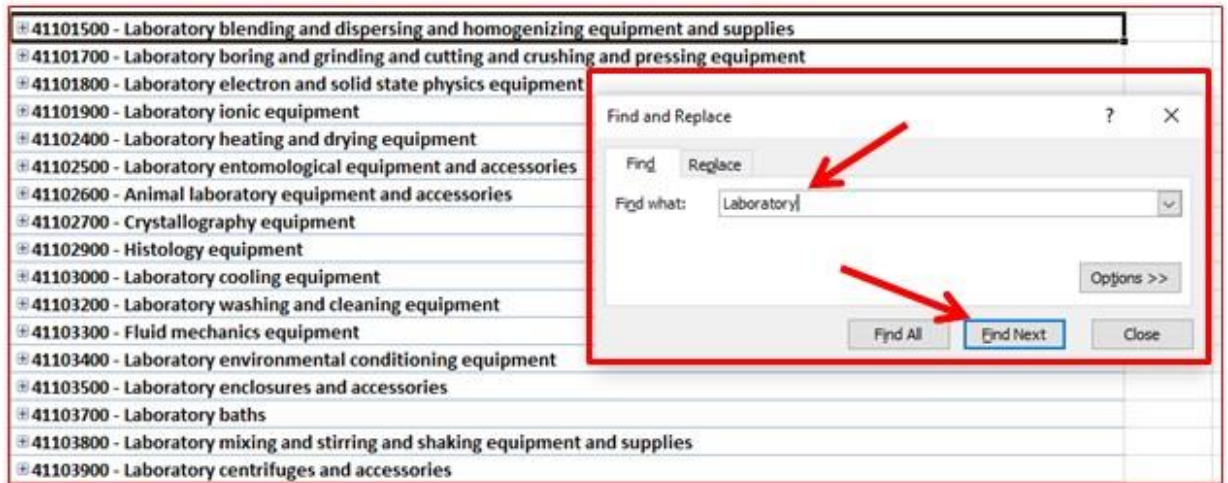
NOTE: It is recommended that you identify the commodity code(s) applicable to your business before attempting to update your supplier record.

1. Click this [link](#) to access the UNSPSC class code list in Excel.
2. Press the Ctrl and F keys at the same time to activate the Find function in Excel.



3. Type in the commodity category name you are looking for, e.g. *Laboratory*, and press Find Next.

- Excel will find the first instance of the word *Laboratory* in the list.



4. Jot down the commodity code number (e.g. 41101500) to enter into Edison.

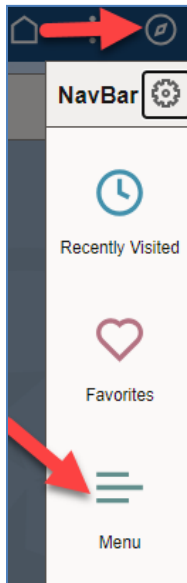
Update Commodity Codes in Edison

1. Log-in to the Supplier Portal.

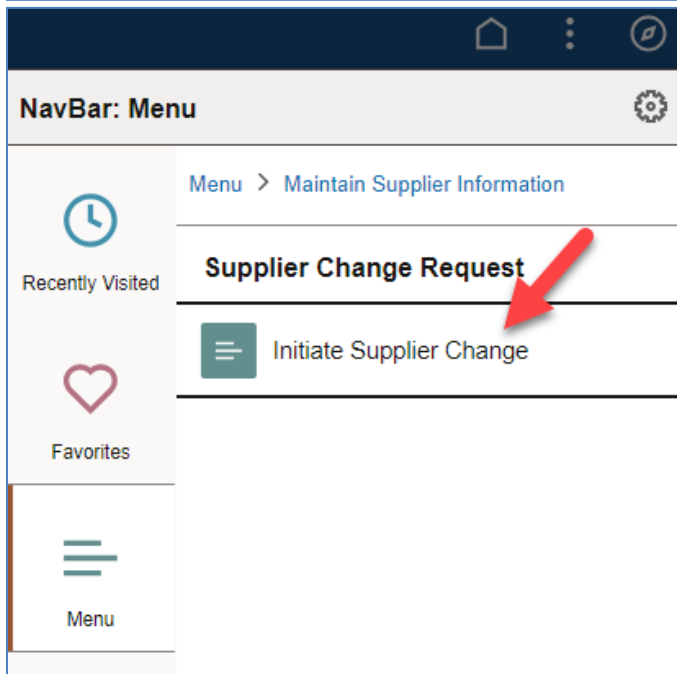
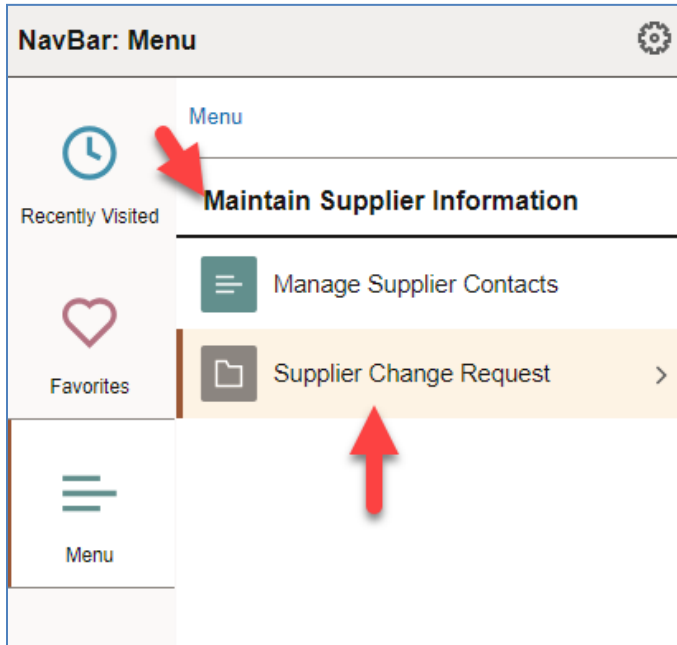
www.edison.tn.gov

- Click “Supplier Portal Home Page” button and Sign in.

2. After logging in to the portal, click the Navigator compass located at the top right corner of screen. Then click **Menu**.



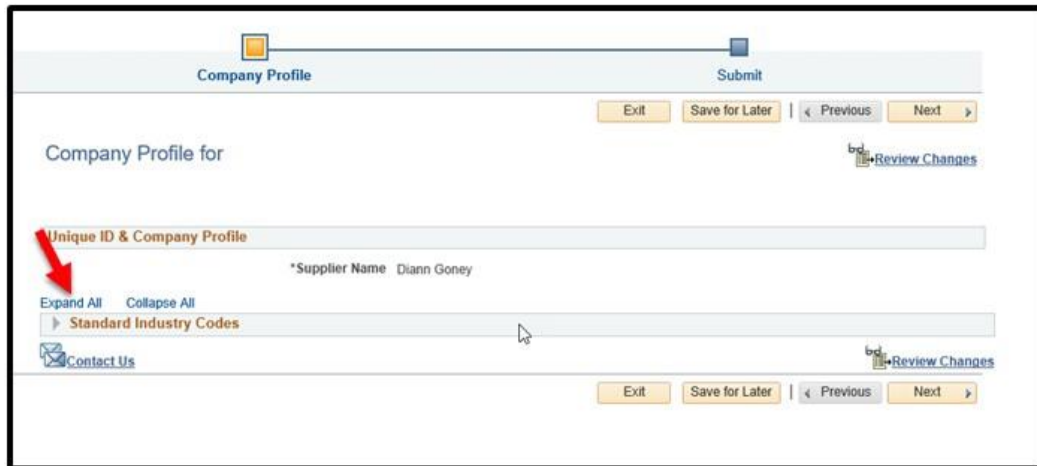
3. Next Click **Maintain Supplier Information > Supplier Change Request > Initiate Supplier Change**.



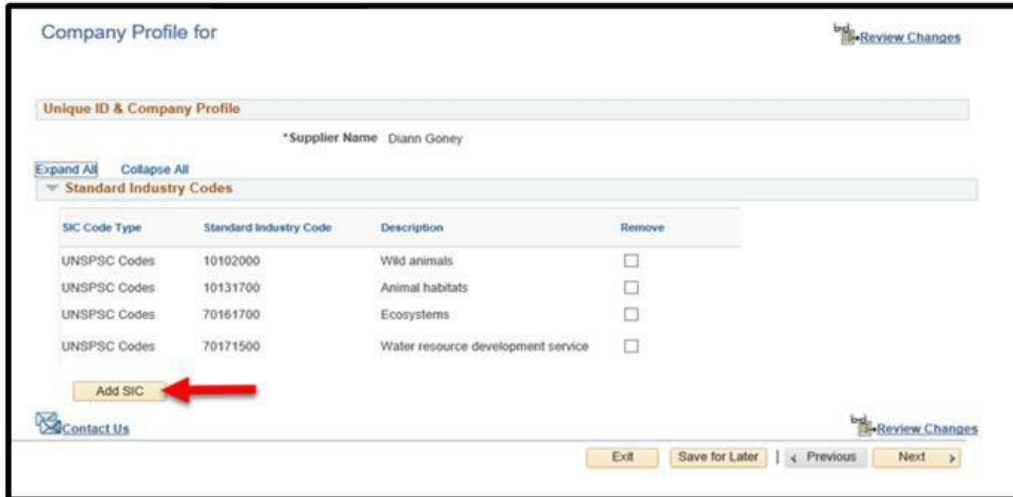
4. From the Welcome page, you may open the Instructions to Update Supplier Commodity Codes. When ready to proceed, click the **Next** button.



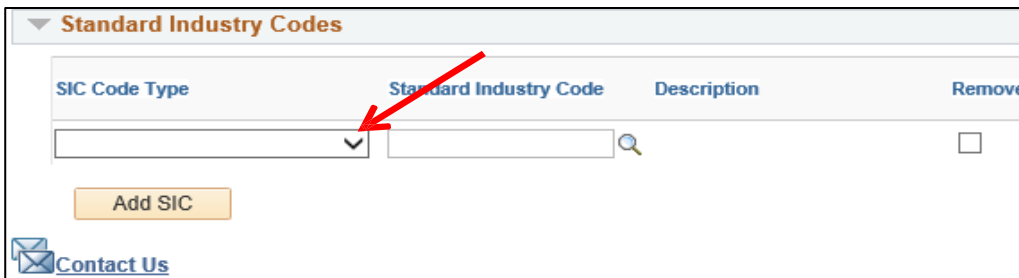
5. From the Company Profile page, click **Expand All**.



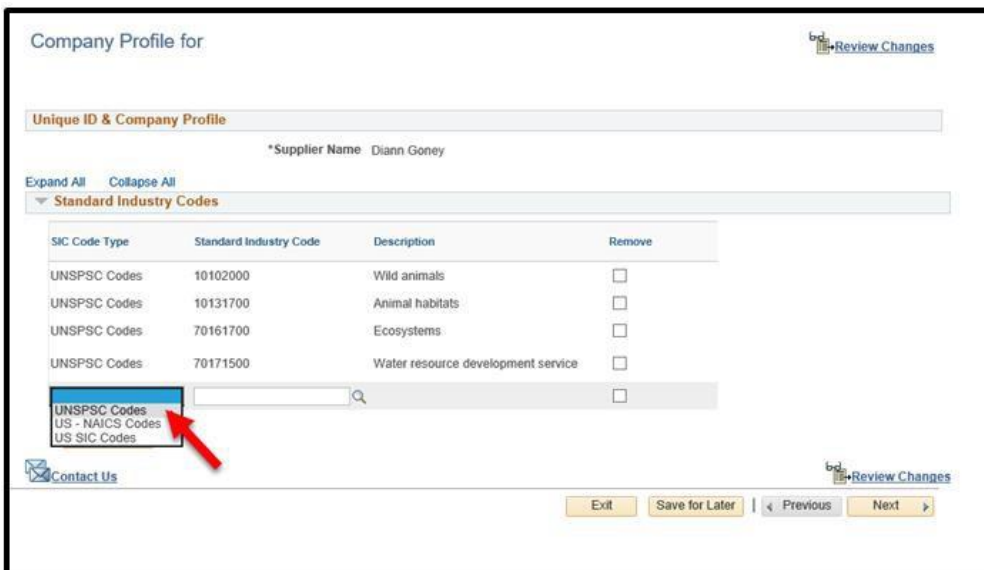
6. Next, at the bottom of the page, Click the **Add SIC** button.



7. On the new row, click the down arrow in the box under SIC Code Type to display Code choices.

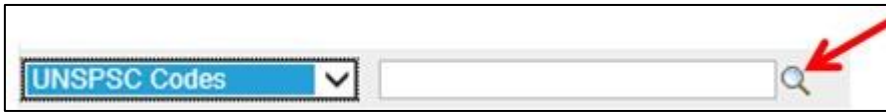


8. Select the SIC Code Type - UNSPSC Codes.



9. Select the UNSPSC Code from the list.

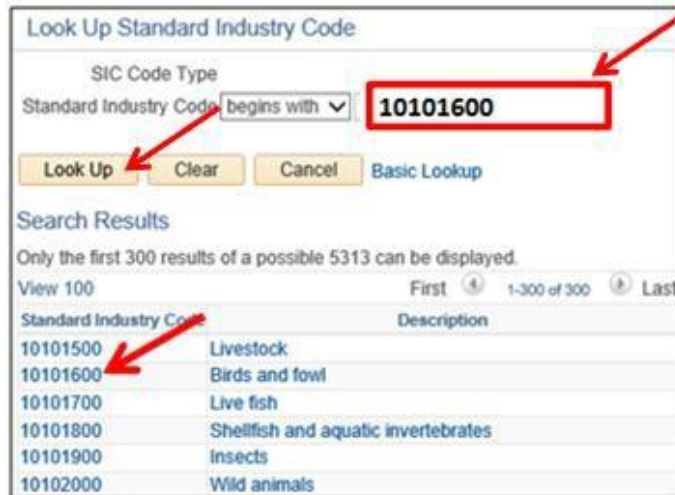
- Click the magnifying glass to display the Look up Standard Industry Code page.



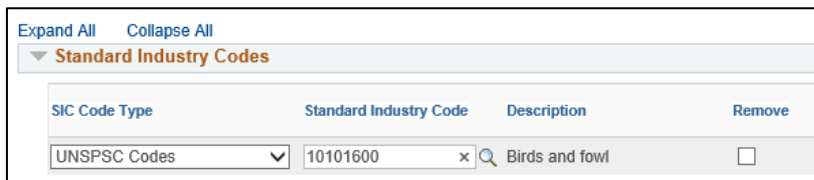
- Click the Advanced Lookup link.



- Search for the code(s) you identified for your company by typing the code number in the search box. Click **Look up**. Click on the Code to add it to your record.



- The code will appear in your list.



10. Click **Review Changes** to see the changes you have made. Click **Next** to continue.

SIC Code Type	Standard Industry Code	Description	Remove
UNSPSC Codes	10101600	Birds and fowl	<input type="checkbox"/>
UNSPSC Codes	10101700	Live fish	<input type="checkbox"/>

Buttons: Add SIC, Contact Us, Exit, Save for Later, Previous, Next

Link: Review Changes

11. To complete the change, on the Review and Submit Changes screen:

- Enter your email address.
- Click the Confirm Changes check box.
- Click **Submit**.

Review and Submit Changes for

Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

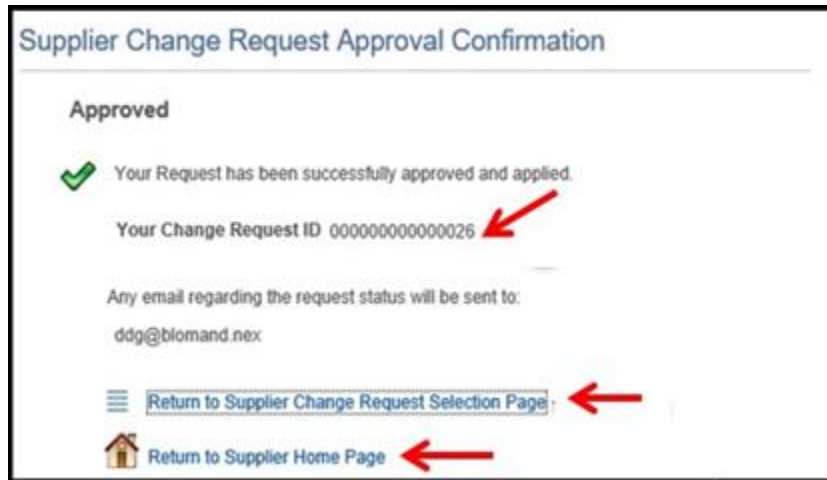
Confirm Changes

Buttons: Review, Withdraw, Submit

Contact Us

12. You will receive a confirmation email message. The message includes your Change Request ID.

- Use this as a reference if you have questions regarding this change.
- Click the Return to Supplier Change Selection Page link to make more changes to the UNSPSC codes.
- Click the Return to Supplier Home Page link to return to the supplier portal Home Page.



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